

Business Ethics

Integrity

Anti-corruption

Hospitality, Gifts, & Entertainment

Donations & Sponsorships

At Mita-Teknik, we want to be known as a trustworthy company that upholds high ethical standards and integrity. This means that we achieve our business goals based on the high quality of our products, our service and our professionalism. This document set some basic standards that you must always adhere to as an employee or manager, when representing Mita-Teknik.

Integrity

We act with integrity in everything that we do, and we do our business in an open and honest way. You must always introduce yourself when dealing with any of our stakeholders (authorities, suppliers, customers and other business partners) and state your relation to Mita-Teknik. You must always ensure that your professional interactions with Mita-Teknik's stakeholders have a business purpose. If you are in doubt, always ask your immediate manager.

If you engage a third party (e.g. an agent or a consultant) to act as an intermediary on Mita-Teknik's behalf, you must ensure that the third party is trustworthy, has the capacity to deliver a documented service, and that the remuneration is on acceptable market conditions.

Anti-corruption

Bribery

Bribery is the situation where money, objects of value, or favors are exchanged to influence the behavior of a counter party including government officials, with the intention of gaining an undue advantage.

It is not tolerated for employees to demand or accept the promise of money or objects of value in return for the purchase of products or other services. Equivalently it is not tolerated to give or to receive donations of any kind if it could give the impression of having unauthorized influence or even giving rise to the assumption of an obligation.

Generally you must always refuse to give or accept bribes, and refer to this policy and say that this is contrary to company policies. If you are offered a bribe, or if a bribe is demanded from you, you must immediately inform your manager, and managers must inform the relevant function manager or Corporate Management.

Donations and invitations to public officials, representatives of the authorities, or other holders of official positions, are illegal in many countries even if the value is very low.

Mita-Teknik rejects the making of "facilitation payments". Facilitation payments are small amounts paid to the representatives of the authorities in order to accelerate routine official procedures to which one has a right (e.g. customs clearance). These are only permitted if absolutely unavoidable, and only in countries where such payments are common. They are then an exception which requires an approval from your manager, and they must be documented.

Extortion

Mita-Teknik does not tolerate extortion in any form. You must work against extortion, and all attempts at extortion must immediately be reported to your manager.

Fair Competition

At Mita-Teknik, we are committed to fair, open, undistorted and unrestricted competition, and we believe that our products and services are strong enough to succeed in fair and honest competition. We are committed to complying with all applicable competition and antitrust laws and regulations.

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You must:

- › Always report to Corporate Management if competitors, authorities, distributors, suppliers, or other stakeholders bring up issues that may affect competition
- › Always bid for tenders independently from our competitors
- › Never enter into agreements, coordinated practices, or understandings that could restrict competition, and never exchange information that is competitively sensitive
- › Never share with competitors our pricing information or information that could affect pricing
- › Only gather information about competitors using ethical means and from lawful sources

Gifts & Entertainment

Mita-Teknik acknowledges that business gifts and moderate entertainment (including meals) are an accepted way to build relationships and generate goodwill among business partners. However, gifts and entertainment that encourage or reward decisions could be seen as a form of bribery. Mita-Teknik acknowledges that customs about business gifts and moderate entertainment will differ from country to country, and as our aim is to be considered as a local supplier on each market we follow the local customs on each market.

The giving and receiving of the common courtesies and advertising give-aways of limited value is permitted, as is the giving or acceptance of business meals and invitations to events with a direct connection to business, to an extent appropriate to the business situation and the position of those involved. Any gift given or received must be reported to your manager.

We do engage designers, advisors, consultants, customers and other stakeholders in training and education activities when relevant. In these cases, you must make sure that hospitality and entertainment is incidental to the professional contents of the event.

Donations & Sponsorships

From time to time we at Mita-Teknik provide donations or take on sponsorships to support local communities, or relevant organizations. We do this in order to foster goodwill, and secure that donations or sponsorships are never used as a cover for bribery.

You must ensure that all donations and sponsorships are transparent and recorded in Mita-Teknik's books. You must never offer or give donations or sponsorships with the expectation that Mita-Teknik will receive unjustified favors in return.

For more information, please contact us:

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